

Quick Reference Guide for the Confluence Editor

Introduction

This page is a quick-reference guide to using the Confluence editor. The aim is to give you enough information about the editor's features for you to experiment yourself, rather than describing every possible shortcut key, autocomplete feature or toolbar option.

This guide is for people who want to use the autocomplete, autoformatting and keyboard shortcuts provided by the editor. If you prefer to use the toolbar options, the editor itself should be mostly self-explanatory.

Introductory tips

1. **Jump in and start using the Confluence editor.** The editor toolbar contains the most important buttons you'll need for creating and editing content.

2. **Use the keyboard shortcuts.** For example, type these characters in the editor panel:

- Type [(angle bracket) to insert a link.
- Type ! (exclamation mark) to insert an image or other media.
- Type { (curly bracket) to insert a macro.

These characters will trigger the autocomplete functionality, prompting you with a list of suggestions to finish off the entry. For more shortcuts, click the help icon on the editor toolbar.

3. **See how to undo the autocomplete and autoformatting actions.** To undo something that autocomplete or autoformatting has done, press **Ctrl+Z** (Windows) or **Cmd+Z** (Mac).

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Related pages:


- [Confluence User's Guide](#)

Using the Most Common Formats and Features

Below is a list of the most commonly used editor features, and the related keyboard shortcuts.

Formatting Text

Formatting text	What to do	Windows keyboard shortcuts (For Mac OS X, replace 'Ctrl' with 'Cmd')
Heading levels	Type the heading level and a full stop. Autoformat will convert the line to the appropriate heading immediately. You can continue typing your heading text immediately. Example: h2.	Ctrl + 1 to 6
Bold text	Type an asterisk '*', your text, then another asterisk. Confluence autoformat will convert the text to bold immediately. Example: *Surf 's Up*	Ctrl + b
<i>Italic text</i>	Type an underscore '_', your text, then another underscore. Confluence autoformatting will convert the text to italics immediately. Example: _Surf 's Up_	Ctrl + i

Underlined text	Type a plus sign '+', your text, then another plus sign '+'. Confluence autoformatting will convert the text to underlined immediately. Example: +Surf 's Up+	Ctrl + u
Monospace text	Type two curly braces {{, your text, then another two curly braces }}. Confluence autoformat will convert the text to monospace immediately. Example: {{Surf 's Up}}	{{
Left, centre and right alignment	Click the left, centre and right alignment buttons on the editor toolbar.  This can also be used to align images independently of text.	None
Indentation	Click the left and right indentation buttons on the editor toolbar.	Tab (<i>right</i>), Shift + Tab (<i>left</i>)
Line break	Press Shift + Enter to force a line break without a paragraph break. This is a line break with no extra space.	Shift + Enter
Quotation	Use the <i>Quote</i> style – select ' Quote ' from the style dropdown menu or use the keyboard shortcut.	Ctrl + 8
Colour	Click the colour options on the editor toolbar.	None

Using Symbols



Adding symbols and emoticons	What to type	Keyboard shortcut (Windows)
Tick or check mark	Type a forward slash in round brackets. Autocomplete will convert it as you type. Example: (/)	(+ / +)
Smiley	Type the globally-recognised markup for a smiley face (colon and round bracket), a wink (semicolon and round bracket), and so on. Autocomplete will convert it as you type. Example: :)	: +)

Linking Text

Linking text	What to type	Keyboard shortcut (Windows)
Linking to a Confluence page	Type a square bracket '[' and start typing the page name to see the suggested pages to link to. Press the arrow keys to select the page you want. Alternatively, use wiki markup entirely . Type the link, including the alias and the page name or URL. As soon as you type the closing square bracket, Confluence will convert the link to rich text format and add it to the page. This means that you can skip the link browser. <ul style="list-style-type: none"> This works if you have 'Autoformatting' enabled in the editor settings in your user profile. This does not work if you paste the wiki markup onto the page. You need to enter the closing bracket manually. Example: [Modern Girl Modern Girl song lyrics] 	[
Linking text to a web page	Type a square bracket '[' and select ' Insert Web Link ', then paste the URL into the link dialog. Alternatively, use wiki markup entirely . Type the link, including the alias and the URL. As soon as you type the closing square bracket, Confluence will convert the link to rich text format and add it to the page. This means that you can skip the link browser. <ul style="list-style-type: none"> This works if you have 'Autoformatting' enabled in the editor settings in your user profile. This does not work if you paste the wiki markup onto the page. You need to enter the closing bracket manually. Example: [Modern Girl http://www.example.com/song] 	[

Linking to a page that does not yet exist	<p>Type a square bracket '[' and the name of the non-existent page, then select 'Insert Link to Create Page'.</p> <p>Alternatively, use wiki markup entirely. Type the link, including the alias and the page name or URL. As soon as you type the closing square bracket, Confluence will convert the link to rich text format and add it to the page. This means that you can skip the link browser.</p> <ul style="list-style-type: none"> This works if you have 'Autoformatting' enabled in the editor settings in your user profile. This does not work if you paste the wiki markup onto the page. You need to enter the closing bracket manually. Example: [Future of the Modern Girl] 	[
Linking to an attachment	<p>Type a square bracket '[' and start typing the attachment name to see the suggested attachments to link to. Press the arrow keys to select the item you want.</p> <p>Alternatively, use wiki markup entirely. Type the link, including the alias (if required), the caret character ^ and the attachment name. As soon as you type the closing square bracket, Confluence will convert the link to rich text format and add it to the page. This means that you can skip the link browser.</p> <ul style="list-style-type: none"> This works if you have 'Autoformatting' enabled in the editor settings in your user profile. This does not work if you paste the wiki markup onto the page. You need to enter the closing bracket manually. Example: [^attachment name] 	[
Linking to an anchor	<p>To create the anchor: Add an anchor macro using wiki markup. Confluence will convert the macro to rich text format and add it to the page. For example, to create an anchor named 'index', type the following: {anchor:index}</p> <p>To create the link: Use wiki markup too. Type the link, including the alias (if required), the hash character # and the anchor name. As soon as you type the closing square bracket, Confluence will convert the link to rich text format and add it to the page. This means that you can skip the link browser.</p> <ul style="list-style-type: none"> This works if you have 'Autoformatting' enabled in the editor settings in your user profile. This does not work if you paste the wiki markup onto the page. You need to enter the closing bracket manually. Example: [Index #index] 	[

Using Lists

Using lists	What to type	Keyboard shortcut (Windows)
Adding a bullet list	<p>Type an asterisk '*' followed by a space. Autoformat will convert the line to a bulleted list. You can continue typing your text immediately.</p> <p> To add another line of text to an entry without creating a new list item, press Shift + Enter at the end of the line.</p>	Ctrl + Shift + b
Adding a numbered list	<p>Type a hash or pound '#' followed by a space. Autoformat will convert the line to a numbered list. You can continue typing your text immediately.</p> <p> To add another line of text to an entry without creating a new list item, press Shift + Enter at the end of the line.</p>	Ctrl + Shift + n

Using Tables

Using tables	What to type	Keyboard shortcut (Windows)
Adding a table	<p>Type a series of pipe characters ' ' then press Enter. Autoformat will convert the pipes to a table.</p> <p>Example – to create a table with three columns:</p> <pre> </pre>	None

Using Macros

Adding macros	What to type	Keyboard shortcut (Windows)
Adding a macro to your page.	<p>Type '{' and start typing the macro name to see a list of macros that match your text. Press the arrow keys to select the macro you want.</p> <p>Alternatively, use wiki markup entirely. Type the macro, including its parameters and the closing curly bracket. As soon as you close the macro, Confluence will convert it to rich text format and add it to the page. This means that you can skip the macro browser.</p> <ul style="list-style-type: none"> This works if you have 'Autoformatting' enabled in the editor settings in your user profile. This does not work if you paste the wiki markup onto the page. You need to enter the closing bracket manually. Example: {blogposts:content=titles author=jsmith} For details of wiki markup syntax, see Confluence Wiki Markup for Macros. 	{

Displaying Images and Multimedia

Displaying images	What to type	Keyboard shortcut (Windows)
Display an image attached to the page	<p>Type an exclamation mark '!' and start typing the image name to see the suggested images to insert onto the page. Press the arrow keys to select the item you want.</p> <p>Alternatively, use wiki markup entirely. Type the wiki markup for the image insertion, including the exclamation marks, the space and/or page name (if different from the current page) and the image name, as well as any other allowed parameters. As soon as you type the closing exclamation mark, Confluence will convert the image to rich text format and add it to the page. This means that you can skip the image browser.</p> <ul style="list-style-type: none"> This works if you have 'Autoformatting' enabled in the editor settings in your user profile. This does not work if you paste the wiki markup onto the page. You need to enter the closing exclamation mark manually. Example: !NoMatterWhat.png align=right! 	!
Displaying an image attached to another page	<i>Exactly the same as when the image is attached to the same page.</i>	!
Embedding multimedia files	What to type	Keyboard shortcut (Windows)
Embedding a video, movie or audio file into a page	<p>Type an exclamation mark '!' and select 'Insert Other Media'.</p> <p>Or type '{' and start typing the macro name 'Multimedia'.</p>	!

Enabling and Disabling Autocomplete and Autoformatting

You can enable or disable the editor's autocomplete and autoformatting functions, by editing the settings in your user profile.

In summary:

1. Go to **your name** (the 'User' menu) at the top of the page and choose **Settings**.
2. Choose **Editor** under 'Your Settings' in the left-hand panel.

For more details, see [Editing User Settings](#).